

How to Register for e-statements

You can switch to e-statements via Internet Banking, by contacting us on 13 25 85 or visiting us in a Branch.

If you already use for Internet Banking you can register by;

1. Ensure you have registered for Secure SMS, or Factor 2 Token authentication.
2. Log in to Internet Banking.
3. Select 'Manage e-statements' from the menu.
4. a) Request a Secure SMS code, wait to receive the code on your phone and then enter the code received and select 'Yes, Continue' **OR**
b) Token users will be prompted to load the passcode from their Security Token. Simply press the button on your Token and you will be provided with a unique, 6-digit passcode. Your registration cannot be completed unless this passcode is entered).
5. In the 'Action' field, select 'Register.'
6. Select whether you'd like your e-statement sent to your home or work email address.
7. The email addresses we have on file for you will be displayed - if these are incorrect then update your email addresses.
8. Click on the link 'Terms and Conditions' to read them.
9. Select the check box 'I have read and accept the Term and Conditions.'
10. Click on the 'Submit My Request' button.
11. You will be notified that you have successfully registered for e-statements.

When your statement is ready for viewing, you will receive an email notification. To view your statement simply log into Internet Banking and select 'View e-statements'.